

# Successfully Setting Objectives to Achieve

## Business Success

(5 day course)



SHMAILAN

### COURSE OBJECTIVE

There is often much confusion around the subject of SMART objective setting. This course aims to give managers a clear understanding of the purpose of SMART Objective Setting. It also gives managers a better understanding of the characteristics of good quality SMART Objectives and how they can be used to improve the motivation of individual team members as well as helping the team to achieve results inline with the overall vision, aims and objectives of the organisation.

### AUDIENCE

#### Who does this training benefit :

Individuals looking to improve their administrative skills and manage their office environment better.

- Office Managers
- Administrators
- Coordinators
- Secretaries
- Administrative Staff

#### Course Prerequisites :

None

#### Workshop Structure :

- Theory supported by examples
- Case study
- Practical group exercises
- Supporting training material is provided to each participant

#### Timing :

9.00am to 2.00pm\*

Refreshments and a one hour lunch break is provided

\* Hours can be flexible based on client needs

#### Location :

Four or Five Store Hotel in Dubai\*  
Details provided upon registration

### Course Benefits

- Be able to set meaningful and reachable objectives
- Learn how to set SMART personal and professional objectives
- Understand the importance of setting the right objectives for your organization
- Hands on experience setting objectives
- Be more focused at work and be able to perform better

# Successfully Setting Objectives to Achieve Business Success- Course Review

## What You Will Learn

### On completion of this training course, delegates will be able to:

- > Understand the importance of setting SMART objectives to overall business success
- > Understand the different approaches to writing SMART objectives
- > Identify the key characteristics of a quality SMART Objective
- > Practise setting quality SMART Objectives
- > Write personal plan using SMART objectives
- > Learn how to evaluate and monitor progress using milestones and deliverables
- > Why objective setting matters
- > Setting stretch objectives
- > Using objectives to close performance gaps

## Course Content

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|--|---|
| <ul style="list-style-type: none"> <li>• The importance of setting objectives in an organisation</li> <li>• Linking Objectives to mission/vision/values</li> <li>• What are SMART objectives</li> <li>• The Harvard Study Case</li> <li>• Different approaches to setting SMART objectives</li> <li>• Why objective setting is important</li> <li>• What are quality SMART objectives</li> <li>• Practice setting SMART Objectives</li> <li>• What are SMARTER objectives</li> <li>• Setting SMARTER objectives to improve employee performance</li> </ul> | <ul style="list-style-type: none"> <li>• Motivating employees with setting objectives</li> <li>• Setting objectives based on gaps</li> <li>• Setting team objectives</li> <li>• Communicating objective effectively</li> <li>• Developing an action plan for SMARTER Objectives including milestones and deliverables on a GANTT chart</li> <li>• Implementing SMARTER objectives</li> <li>• Monitoring and evaluating progress by setting milestones and deliverables based on SMARTER action plan</li> <li>• Revising SMARTER objectives</li> <li>• Using stretch objectives</li> </ul> |
|--|---|

## CANCELLATION POLICY

Delegates can cancel in writing at any time with the following fee applicable  
 13 – 5 days 20% of training cost  
 5 – 3 days 40% of training cost  
 2 – training date 80% of training cost

## NOTIFICATION

Joining instructions will be emailed to the training coordinator 5 days in advance of the workshop date

## SCHEDULE

Successfully Setting Objectives to Achieve Business Success	January	February	March	April	May	June
	July	August	September	October	November	December
	X			X		

## PRICE

	\$ US
Per delegate	\$2995.00

## BOOKING

1. **RESERVE** your place by emailing us at [info@sigtraining.com](mailto:info@sigtraining.com)
2. **CONFIRM** your attendance using the attached booking form

# Successfully Setting Objectives to Achieve Business Success

Booking Form Fax Back  
To  
**FAO INFO**  
Fax Number: 97143415352

Shmailan International Training  
P.O. Box 118485  
Dubai  
United Arab Emirates  
[www.sigtraining.com](http://www.sigtraining.com)  
Phone: 971502977030  
Email : [info@sigtraining.com](mailto:info@sigtraining.com)

Company : .....  
Address : .....  
.....  
.....Postcode : .....  
Telephone : ..... Fax : .....

## Delegate Details

Mr/Mrs/Miss/Ms. (please circle)

First Name : ..... Surname : .....  
Position : ..... Department : .....  
Email : ..... Telephone : .....

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Position : ..... Department : .....  
Email : ..... Telephone : .....

Course : Successfully Setting Objectives to Achieve Business Success

Date of Workshop : .....

## Invoice Details

Company : ..... Mr/Mrs/Miss/Ms. (please circle)  
First Name : ..... Surname : .....  
Department : ..... Email : .....  
Address : .....  
PO Number..... Postcode : .....  
Telephone : ..... Fax : .....

Cost of Course per delegate : .....  
Number of delegates attending : .....  
Total Cost : .....  
Name (please print) : .....

**SIGNATURE**

